

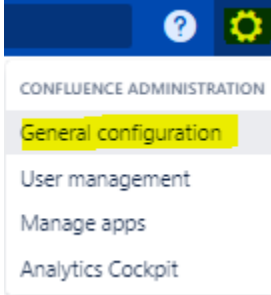
How to restore a deleted space/ Import a space in confluence :

We have to restore the space data from an XML backup file located somewhere on your local computer or a shared drive, so before deleting a space make sure that we are exporting it and storing it on your local computer or in a shared drive.

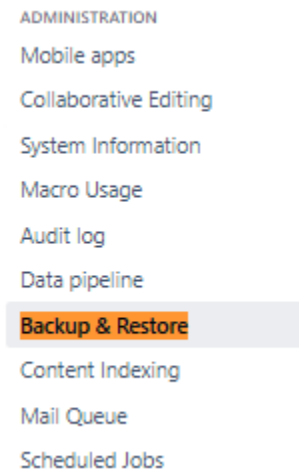
Please refer [this wiki page](#) to export a space in XML format.

To restore data from an XML backup :

1. Click on **Administration icon** [blocked URL](#), and choose **General Configuration**



2. Choose **Backup and Restore** from the left-hand panel



3. Click on **Choose File** and browse for the backup file

Upload a site or space export file

If your export file is small (under 25 MB) upload it directly below. Larger files will need to be imported from the home directory.

☐ Build Index

This will perform a full reindex of your site immediately after the space or site file is imported. Deselect to reindex at a later time.

Choose File No file chosen

Upload and import

4. Uncheck **Build Index** if you want to create the index at a later stage

5. After choosing the file click on " **Upload and import**"

